



The school day ends at various times for different age groups. This information is given in the Parent Handbook, the Staff Handbook and on the website.

### **Emergency Situations**

If parents have a genuine emergency they should seek to contact the school and give as much notice as possible. We will do all we can to help in these situations.

An adult nominated by the parent to collect a child in an emergency situation should be given a password that is also known to the school.

### **Children not collected at the end of the school day**

We have a duty of care to any uncollected child at the end of a session, until that child is collected. If a child is uncollected at the end of the school day he/she will be put into Star Club and the parents will be charged for one session.

Children not collected at the end of the last session of Star Club will not be released to any unauthorised person, even if the collection is late. Children will only be released to an adult whose physical description, name and full address have been provided by the child's parent in addition to the password. The most senior member of staff on the premises will check this hand over before permitting the child to leave.

The Preparatory Department must also not release the child to any unauthorised adult, even if the collection is late, unless an authorised person 'phones to state that because of an emergency another person will be collecting – password will also be needed.

The authorised person should give the name and address of the adult collecting the child and the Head of Preparatory should check this description and the password before allowing the child to leave the school.

### **Contact Details**

The school office holds contact details for each child. Apart from parents' contact details, two other contacts are given. Each term, parents are given the opportunity to renew or replace any information held about contact numbers.

## Records of Uncollected Children

A record will be kept of children who are not collected within a reasonable time. This will note the date, the time the child was collected, who collected the child and the reason given. If a pattern emerges, the parents will be asked to discuss the problem with the Headmistress.

## Very Late Collection

In the unlikely event that no contact has been made by either parent and the emergency contacts remain uncontactable, and a Lower School /Upper School child remains uncollected beyond the last session of Star Club, Social Services or the Police will be contacted. Micklefield complies with the LA Child Protection Procedures.

Contact details: Social services contact number: 03456 009009

Emergency duty team: 01483 517898

This policy will be reviewed annually by the Headmistress and Governing Body.

Mrs L Rose  
Headmistress

Mrs H Skrine  
Chair of Education & Staffing Committee

Review date: September 2018